

CONFIDENTIAL

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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending  
**24 September 1953**

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

<div></div>	1	1
	0	7
	1	0
	2	34
	4	42

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1. No. on leave three days or more:

Records Mgt. Section- 0  
Mail Control Section- 1  
Records Center Sec.- 2

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 0  
Records Center Section- 0  
Mail Control Section- 1

3. Where: **One man in Trans. Division as full time courier**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0  
Records Center - 5  
Mail Control - 13

5. Specific cases on item 4 not in previous reports. 1

L/A -  (Records Center Section)

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6. New applicants interviewed -. Recruited by Personnel -.  
Recruited by this office -.

Information

## B. Administration and Problems:

Records Management Section - Two proposed notices, one regarding the standardization of filing equipment and the other regarding standardization of filing supplies, have received the concurrence of all Agency components. The notices will now be issued by the Regulations Control Staff and will be applicable to headquarters and all [redacted]

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[redacted] To cover overseas installations, a separate [redacted] would have to be prepared and coordinated.

The Records Management Program Guide has been printed and is now ready for distribution, pending approval of the covering bulletin.

The files of the office of the Chief, General Services, are now being reviewed and the 1953 material is being reclassified and filed under the new standard system.

A records control schedule for the entire General Services Office has been prepared. There are still a few items to be reconciled before the schedule can be submitted for approval to the office of the Chief.

The Vital Materials Training Program at [redacted] was postponed until next week. The training schedule was revised to cover the entire program in one day instead of two as originally planned. Tentative arrangements have been made for transportation. [redacted] is still working on the material he is to cover in the talk but has submitted an outline and samples of the type questions which will be given the Area Records Officers in order that they may familiarize themselves with the inventory and the vital materials of their particular offices.

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A special trip was made to the Repository to effect the deposit of 430,000 IBM cards. These cards, contained in six IBM combination locked cases, are the property of the OCD/IR office.

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[redacted] of the Reproduction office, contacted [redacted] RI, regarding film processing difficulties in RI. [redacted] suggested that [redacted] contact Diebold for further assistance.

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The filming of vital materials in the Personnel Office was started.

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Records Center Section - The Security Office has informally concurred in the renovations proposed for use of the [ ] as a full time Records Center. [ ] is now submitting this proposal to them formally and is also contacting PES with regard to a commitment for completion of the renovations. He states that they will be able to complete the work within ten days after they receive the work order.

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Equipment ordered for use in the Records Center has started to arrive. To date, 12 pulpit-type ladders have been received and a box stapling machine.

Clearances for access to records in the National Archives and the Federal Records Center were secured for three persons from OGD.

The backlog in the Supplemental Distribution activity is continuing in spite of a total of 39 extra man-hours service obtained from the Mail Control Section. Requests are still being serviced within 48 hours. The backlog has not been cut, however, because the amount of new work received and requests handled is again double that of an average week.

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	0	18,697
Flat-bed Camera	26,702	9,735
2. Records Center - (all figures in cu. ft.)		
Records received for processing and storage	267	-
Reference to records material	240	178
Records material destroyed	-	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,468	624
Intelligence Reports	41	145
b. Supplemental Distributions:		
Information Reports	745*	306
Intelligence Reports	50	191
Notices	10	32
Regulations	8	144
Others	0	9
c. Initial Distribution:		
Notices	3	3
Regulations	2	1.7
Others	1	.5
4. Mail Activities		
a. Post Office Mail:		
Incoming	5,543	5,064
Outgoing	8,162	6,537
b. Postage expended	\$763.73	\$800.12
c. Scheduled courier trips	240	240
d. Special courier trips	76	55.3
e. Inter-agency mail by courier		
Incoming	1,067	956
Outgoing	1,899	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	3	-
Available but delayed	0	-
Not available	0	-